

Title of Sample Manuscript

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Abstract

Type two returns after major headings. Please insert abstract in here.

Keywords: (4-6 keywords separated by commas)

Introduction

Use Normal as the style for body text. Set this to 11-point Times New Roman, one of the two text fonts that comes with all versions of Windows from 3.1 on. Use this font and point size for all type except headings. The other of these two text fonts is Arial, which you'll use for headings.

Methods

Main headings, such as Introduction, Methods, Results etc., should be written in Arial 12-point bold, spacing 3-pt after. Type two carriage returns after the heading.

Set all headings flush left. Don't indent or center them. Do not use numbered headings. In manuscript titles and subtitles and No. 1 headings, capitalize all words except conjunctions and prepositions that are shorter than four letters. If a heading will appear by itself at the bottom of a column, insert a column break to force it to the beginning of the next column.

Methods subsection

Subheadings (i.e. heading 2) should be written in Arial 11-point bold, no extra space after. Type two carriage returns after the heading.

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Methods sub-subsection

Sub-subheadings (i.e. heading 3) should be written in Arial 11-point bold, no extra space after. Type **one** carriage return after the heading; the heading will sit right on top of the following paragraph.

Results

In writing the body of the text, type paragraphs block style (no indentions). Type two carriage returns at the end of each paragraph. Use left justification only (do **not** use right or full justification). If you need to use bullets or a numbered list, use Word's built-in list formatters. Use enumerated lists only when item order is significant.

Use *italics*, not underscoring, where appropriate. Use **bold**, not italics, for emphasis.

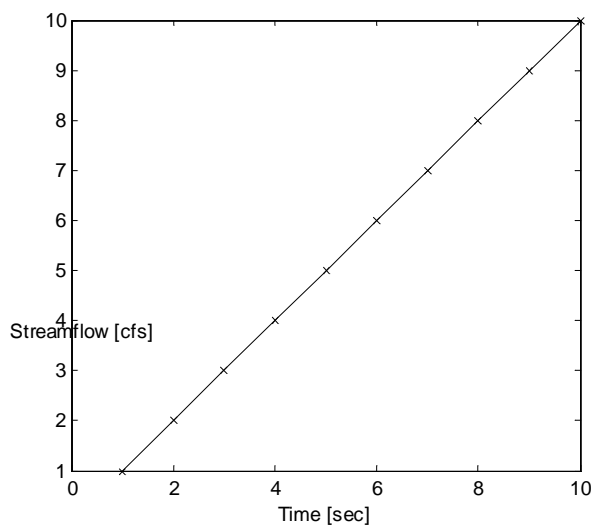


Figure 1. This is a sample figure legend. Two carriage returns at end of each legend. Type all lines flush left.

Place tables and illustrations across part or all of each or both columns or, if you can't avoid it, by redesigning the table, in landscape orientation.

In general, it's probably best to manually create your table (using spaces), but you can try Words' table maker if you need something more complex

Table 1. Keeping it simple

Column 1	Column 2	Column 3
XXX	XXX	XX
XX	XXXX	XXX

Here is an example equation using Word's built-in equation editor.

$$y = mx + b \quad (1)$$

Since equations built using equation editors (stand-alone or built in to the word processing software) are one of the two main sources of file format conversion problems (tables are the other), be sure that the equations print correctly from within Word before submitting the electronic file to the publication committee.

Conclusions

Enable Widow and Orphan control. Also enable Keep Lines Together and Keep With Next. Do not enable hyphenation.

Use the Harvard system of citing references. The Harvard system does not have a comma between name and date, so that citations are as follows:

(Smith 1991) one author.

(Smith and Jones 1981) two authors.

(Smith et al. 1984) more than two authors.

(Smith 1983, Jones 1987, Brown 1992) more than one citation. Cite in chronological order.

(Smith 1981 a and b) more than one citation for the author(s) in a given year. Use alphabetical order by title for determining which is 1981a and which is 1981b.

(Smith 1981, 1982; Jones 1985) more than one citation, with two by same author. Note use of semicolon.

Acknowledgments

The authors appreciate the reviews of John Smith and Jane Doe .

References

Use the head References, a No. 1 head. Confine reference list to literature cited. Do not type a space between initials. Spell out journal titles. For books, omit number of pages. Place list of references at end of each manuscript.

Sample references. Note capitalization styles.

Journal article

Jones, P.C. 1977. Title of article: Subtitle of article. Journal of Particular Scientific Field 23:44-50.

Book

Jones, P.C., and J.J. Smith. 1986. Title of book. Publisher, City [State if needed].

Publication in series

Jones, P.C. 1968. Title of publication. U.S. Department of Agriculture, Agricultural Research Service, Technical Bulletin 1234.

Chapter in book

Jones, P.C. 1973. Title of chapter. In L. Hunt and J.J. Smith, eds., Title of Book, pp. 432-439. Publisher, City [State if needed].

Article in proceedings or paper presented in a meeting

Jones, P.C. 1990. Title of article. In A.B. Brown, ed., Title of Proceedings, place and date of meeting, pp. 123-145. Publisher [or sponsor of meeting], City [State if needed]